

**Original**

Anthony Travel, Inc.

RFP #R-13098-13

Tuesday, December 18, 2012 at 2:00 PM,CST



**Request for Proposal**

**Small Group Travel**  
**For The University of Oklahoma**



RFP# R-13098-13

## 5.0 SPECIFICATIONS (SUPPLIER COMPLETES)

### 5.1 Detailed Specifications

#### Required Information:

Please attach an additional page(s) to provide answers to the following questions.

1. How many people are required for group travel?  
Anthony Travel clients can book groups as small as six passengers, while the industry standard is a minimum of ten. This benefit applies to American, Delta, Southwest, United, and Alaska Airlines.
2. Please provide a breakdown of deadlines for booking and for ticketing for group travel as related to the departure dates.  
The requirements and deadlines vary from airline to airline, and can depend on variable items such as advance notice, etc... Commitment deadlines for group space are different when looking at space six months in advance versus two weeks in advance. Two of the unique benefits Anthony Travel provides are a waiver of the deposit requirements and reduction of the group qualification size from 10 passengers to 6 passengers.

Due to our preferred relationships we have reduced ticketing times. The following is a list of the major airline carriers and the corresponding ticketing guidelines for Anthony Travel clients versus standard industry ticketing requirements. Please note the significant benefit we receive on Delta bookings since their standard is 30 days after the booking date, not 30 days prior to travel.

Airline	Anthony Travel Ticketing Deadline	Industry Standard
United	3 days prior to departure	30 days prior
American	7 days prior to departure	21 days prior
Delta	30 days prior to departure	30 days <i>after booking date</i>
Southwest	30 days prior to departure	45 days prior

3. Please provide details of when the final list of passenger names must be provided as related to departure dates.  
Passenger name lists must be provided at least one day in advance of the ticketing deadlines noted above.
4. Please provide information on procedures, deadlines, fees, etc. for passenger name or itinerary changes.  
Athletic team travel has many situations that call for last minute flight changes, name changes on tickets and flight cancellations.

We understand that name changes are common in the world of collegiate athletic travel. Anthony Travel clients get **free name changes** on group bookings as follows:

- American Airlines: up to 48 hours prior to departure time (after that time, American does the name change and charges their \$150 fee)
  - Delta Air Lines: up to 24 hours prior to departure time
  - Southwest Airlines: up to 72 hours prior to departure time
  - United Airlines: up to 24 hours prior to departure time
5. Please provide details of payment terms; i.e., deposits, final payment due date, etc. If deposits are required, provide information as to when they are due, whether they are refundable, do they apply to final ticket price, etc.

Typically, we can bring the majority of air charges, including consolidator tickets, through a university ghost card. For those instances when the ghost card cannot be utilized, we either bill to a designated University Procurement Card or set up direct billing on behalf of the University. We are equipped and accustomed to managing advance payments and deposits to secure reservations for university groups.

6. Would you be willing to accept a University Ghost pcard as a method of payment?  
Yes. Almost all of our university travel partners utilize a ghost card to purchase and track their travel expenses. We also provide full electronic credit card reconciliation to our university travel partners on a monthly basis.
7. With the understanding of our typical small group travel needs; i.e. last minute final passenger names, possibility of last minute itinerary changes, etc., please offer any comparisons, suggestions, pros and cons, and other further information on booking travel as small group or as individual passengers.  
Pros of booking a small group versus an individual ticket are the ability to secure space in advance without having to issue tickets and the ability to make name changes.

A benefit of booking individual tickets is that the airlines may have a certain fare at a given time that is lower than the group fare.

8. Please provide any additional information which you feel would be beneficial to us for planning and travel purposes.  
ATI excels at catering to the unique travel needs of administrators, officials, teams, coaches, alumni, and fans. We are committed to providing the most cost-efficient, time-effective travel solutions available. It is our mission to enhance the overall travel experience of your competing student-athletes, coaches and fans.

ATI also organizes team travel and special interest group trips to athletic events around the world. In this capacity, we partner with client institutions to provide comprehensive travel services for university officials, alumni, boosters, and fans: including marketing, registration, travel arrangements, fulfillment, logistics, event planning and on-site assistance.

ATI organizes international team trips for college teams in sports like basketball, field hockey, tennis, golf, lacrosse, baseball, softball, soccer, football, and more. We arrange games, practice, air, hotel, ground transportation, meals, and educational tours.

## **5.2 Pricing**

We understand that ticket prices are determined by the airlines and would be quoted at the time of the purchase of those tickets. While we are not seeking prices for specific travel itineraries, we are seeking to identify and establish any fees or costs associated with booking and revising travel plans for small groups. Please make sure that your response includes all information required to sufficiently answer the questions in Section 5.1 including providing any and all fees which the University might incur when booking or revising small group travel plans.

Anthony Travel holds preferred airline agreements with major airline carriers, as well as preferred status with airline group desks. We work closely with these group desks to negotiate the best fare. We also belong to multiple travel consortiums. Whether through group desk relationships or consortiums, our travel professionals will always work to get you the best available fare.

The University of Oklahoma will pay Anthony Travel a transaction fee of \$25 per ticket.

### 5.3 References

Please provide the names and phone numbers of five (5) customer references using the products or services specified in the section titled "Detailed Specifications."

Customer Company Name	Contact Person	Telephone Number

### 5.4 Pending Litigation or Formal Complaints

Please provide information regarding any pending litigation or formal complaints against you.

There are no outstanding or previous litigation or claims filed against Anthony Travel, Inc.

The University of Oklahoma

RFP# R-13098-13

Close Date/Time – 12/18/12 – 2:00 PM CST

6.0 SIGNATURES (SUPPLIER COMPLETES)

6.1 COLLUSION AFFIDAVIT (SUPPLIER COMPLETES - NOTARIZATION REQUIRED)

Explanation. With regard to any competitive RFP for goods or services which is issued by the State of Oklahoma or any of its agencies, Oklahoma laws require each Supplier to execute and submit a notarized sworn Statement of Non-Collusion. This statement assures the State that the Supplier has not in any way subverted or skirted the principles of competition by colluding with other Suppliers or with any employee of the State.

Action. This affidavit immediately follows. Please ensure it is duly completed and correctly executed by an authorized officer of your company.

Patrick Walsh, of lawful age, being first duly sworn, on oath affirms:

1. (s) he is the duly authorized agent of, the Supplier submitting the competitive RFP which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among Suppliers and between Suppliers and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the RFP to which this statement is attached;
2. (s)he is fully aware of the facts and circumstances surrounding the making of the RFP to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such RFP; and
3. Neither the Supplier nor anyone subject to the Supplier's direction or control has been a party; a) to any collusion among Suppliers in restraint of freedom of competition by agreement to RFP at a fixed price or to refrain from bidding; b) to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor; c) in any discussions between Suppliers and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

FIRM Anthony Travel, Inc.

SIGNATURE Patrick Walsh

NAME, TITLE Patrick Walsh, Senior Vice President Collegiate Travel

PRINCIPAL ADDRESS P.O. Box 1086

CITY/STATE/ZIP Notre Dame, IN 46556

PHONE/EMAIL (574) 631-5155; patwalsh@anthonytravel.com

ORDER ADDRESS IF DIFFERENT \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE/EMAIL \_\_\_\_\_

DATE OF DELIVERY \_\_\_\_\_

DISCOUNT PAYMENT TERMS \_\_\_\_\_

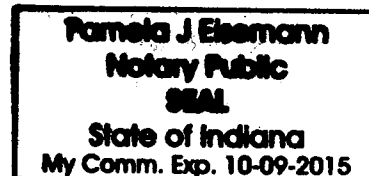
ACCEPT UNIVERSITY PCARD \_\_\_\_\_

SEAL OR STAMP

Subscribed and sworn before me this 17<sup>th</sup> day of December 2012

Pamela J. Elsemann  
NOTARY PUBLIC (OR CLERK OR JUDGE)

My Commission Expires: 10/09/2015



For questions regarding this Request for Proposal contact:

Pam Cantrell, Buyer, email: [pamela-cantrell@ouhsc.edu](mailto:pamela-cantrell@ouhsc.edu)

Phone (405) 325-9606 Fax (405) 360-0481

**6.2 Business Relationships Affidavit (Supplier completes - notarization required)**

Explanation. This affidavit is required to detect whether an illegal or inappropriate business relationship exists between a Supplier and the University.

Action. This affidavit immediately follows. Please ensure it is duly completed and correctly executed by an authorized officer of your company. If none of the business relationships described below pertain to the Supplier, the affiant should so state.

I, Patrick Walsh, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

Pat Walsh  
Signed

Patrick Walsh, Senior Vice President Collegiate Travel  
Name and Title

Anthony Travel, Inc.  
Company

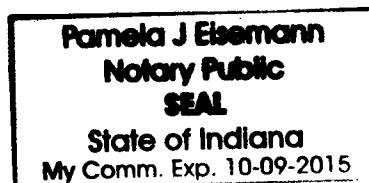
F.E.I.N. # 75-2270434

Subscribed and sworn to before me this 17<sup>th</sup> day of December, 2012.

Pamela J. Eismann  
Notary Public

My Commission Expires 10/09/2015

(SEAL)



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The University of Oklahoma

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**6.3 EEO Certificate of Compliance - Contracts over \$10,000 (Supplier completes)**

**Explanation.** This certificate is required under Executive Order 11246 (as amended). In entering into any resulting contract over \$10,000, the Supplier agrees to comply with the Equal Employment Opportunity requirements stipulated in Executive Order 11246 as amended by Executive Order 11375 and 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. seq.).

**Action.** This certificate immediately follows. Please ensure it is duly completed and correctly executed by an authorized officer of your company.

**Equal Opportunity Clause**

During the performance of this/these contract(s) the contractor agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of race, sex, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to their race, sex, religion, color, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, stated that all qualified applicants will receive consideration for employment without regard to race, sex, religion, color or national origin.

The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965 and of the rules, regulations and relevant orders of the Secretary of Labor.

The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The contractor will include the provisions of Paragraphs A through G in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or Supplier.

The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or Supplier as a result of such direction, the contractor may request the United States to enter such litigation to protect the interests of the United States.

**Certification of Non-segregated Facilities**

I, \_\_\_\_\_, submission of this bid and/or acceptance of purchase order(s) during the above period, the bidder, offerer, applicant, or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained.

He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder, offerer, applicant, or subcontractor agrees that a breach of this certification is a violation of the equal opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, sex, religion, color or national origin, because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods).

**Disabled Veteran and Vietnam Era Veteran Affirmative Action Program Requirements**

In entering into any contract which exceeds \$10,000, the bidder agrees to comply with Disabled Veteran and Vietnam Era Veteran Affirmative Action Program Requirements as stipulated in Public Law 93-508 and all amendments thereto. Failure to comply with the requirements of Public Law 93-508, Title 41, CFR60-250 and Title 41, CFR60-741 and all amendments thereto shall be deemed a material breach of this agreement and shall subject this contract to cancellation and rescission at the option of the University of Oklahoma. Copies of the applicable portions of this law are available from the University of Oklahoma Purchasing Office if required.

These provisions must be included in any subcontracts awarded involving this bid.

**CERTIFICATION**

If awarded this contract Anthony Travel, Inc. \_\_\_\_\_ agrees to comply with all above provisions.  
(Company)

*Patrick Walsh*

(Signature)

Patrick Walsh, Senior vice President Collegiate Travel

(Name and Title)

December 17, 2012

(Date)

**For questions regarding this Request for Proposal contact:**

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**Phone (405) 325-9606 Fax (405) 360-0481**

**6.4 (EEO Certificate of Compliance - Contracts over \$50,000 (Supplier completes))**

Explanation. This certificate is required under Executive Order 11246 (as amended). In entering into any resulting contract over \$50,000, the Supplier agrees to comply with the Equal Employment Opportunity requirements stipulated in Executive Order 11246 as amended by Executive Order 11375 and 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. seq.).

Action. This certificate immediately follows. Please ensure it is duly completed and correctly executed by an authorized officer of your company. *Note: if the Supplier has 50 employees or less, this certificate is not required*

In the event that any resulting contract exceeds \$50,000 and the contractor has more than 50 employees, the contractor agrees to submit Standard Form (EEO-1) to the Joint Reporting Committee (unless previously submitted). The report must be submitted within 30 days after the award of the contract. This requirement is waived if the contractor has submitted this report within the past twelve (12) months.

If awarded a contract over \$50,000 and the contractor has more than 50 employees, the contractor agrees to develop and maintain on file a written Affirmative Action Program. The elements of this program are as follows:

Identification and analysis of problem areas inherent in minority employment and an evaluation of opportunities for utilization of minority group personnel.

The specific steps which should be taken to guarantee equal employment opportunity in the identified problem areas and, where deficiencies exist, the development of specific goals and timetables.

A table of job classifications.

Approval by an executive official of the contractor.

Utilization Evaluation: The evaluation of utilization of minority group personnel shall include the following:

An analysis of minority group representation in all job categories.

An analysis of hiring practices for the past year, including recruitment sources and testing, to determine whether equal employment opportunity is being afforded in all job categories.

An analysis of upgrading, transfer and promotion for the past year to determine whether equal employment opportunity is being afforded.

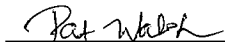
Maintenance of Programs: Within 120 days from the commencement of the contract, each contractor shall maintain a copy of separate affirmative action compliance programs for each establishment, including evaluations of utilization of minority group personnel and the job classification tables, at each local office responsible for the personnel matters of such establishment. An affirmative action compliance program shall be part of the manpower and training plans for each new establishment and shall be developed and made available prior to the staffing of such establishment. A report of the results of such program shall be compiled annually and the program shall be updated at that time.

Information on compliance with Affirmative Action Program requirements is also contained in Office of Federal Contract Compliance Revised Order No. 14.

These provisions must be included in any subcontracts awarded involving this bid.

**CERTIFICATION**

If awarded this contract Anthony Travel, Inc. agrees to comply with all above provisions.  
(Company)



(Signature)

Patrick Walsh, Senior Vice President Collegiate Travel  
(Name and Title)

December 17, 2012  
(Date)

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The University of Oklahoma

RFP# R-13098-13

Close Date/Time – 12/18/12 – 2:00 PM CST

**6.5 Certification of Proposal (Supplier completes)**

Explanation. This certification attests to the Supplier's awareness of and agreement to the content of this RFP and all accompanying provisions contained herein.

Action. This certificate immediately follows. Please ensure it is duly completed and correctly executed by an authorized officer of your company.

This Proposal is submitted in Response to Request for Proposal number R-13098-13 issued by the University of Oklahoma. The undersigned, as a duly authorized officer, hereby certifies that

Anthony Travel, Inc.  
(Company)

agrees to be bound by the content of this Proposal and agrees to comply with the terms, conditions and provisions of the referenced Request for Proposal (RFP) and any addenda thereto in the event of an award. Exceptions may be noted only as stated in the RFP. The Proposal shall remain in effect for a period of ninety (90) calendar days as of the Due Date for Responses to the RFP.

Person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Request for Proposal are:

Patrick Walsh Senior Vice President Collegiate Travel  
(Name) (Title)

\_\_\_\_\_  
(Name) (Title)

Pat Walsh  
Signature

Pat Walsh  
Printed

Senior Vice President Collegiate Travel  
Title

December 17, 2012  
Date

75-2270434  
F.E.I.N.

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